



PLACER COUNTY PLANNING DEPARTMENT

AUBURN OFFICE

11414 B Avenue
Auburn, CA 95603
530-886-3000/FAX 530-886-3080
Web page: www.placer.ca.gov/planning

TAHOE OFFICE

565 W. Lake Blvd./P. O. Box 1909
Tahoe City CA 96145
530-581-6280/FAX 530-581-6282
E-mail : planning@placer.ca.gov

Reserved for Date Stamp

MINOR BOUNDARY LINE ADJUSTMENT

Filing fee: _____ Receipt # _____ Hearing Date: _____ File#: **MBLA-**_____

PURSUANT TO THE POLICY OF THE BOARD OF SUPERVISORS, THE PLANNING DEPARTMENT CANNOT ACCEPT APPLICATIONS ON TAX DELINQUENT PROPERTY. APPLICATIONS AFFECTING PROPERTIES WITH ZONING VIOLATIONS, OR OTHER VIOLATIONS OF COUNTY CODE, MAY BE REJECTED.

-----TO BE COMPLETED BY THE APPLICANT-----

The names listed below must be as they appear on the title to the properties because this application will be used to prepare the County's resolution of approval. If errors result from incorrect or incomplete information, the applicant will bear the cost of recording correcting documents.

1. Property Owner(s) Transferring Property _____

Full Address _____

Telephone: _____ Fax: _____ E-Mail: _____

2. Property Owner(s) Acquiring Property _____

Full Address _____

Telephone: _____ Fax: _____ E-Mail: _____

3. Engineer or individual preparing legal description _____

Full Address _____

Telephone: _____ Fax: _____ E-Mail: _____

4. Title Company (to send documents for processing – **MANDATORY**): _____

Full Address _____

Telephone: _____ Fax: _____ E-Mail: _____

Contact Person : _____ Escrow #: _____

Recorded Deed Information

Assessor's Parcel Numbers

Transferring property _____

Acquiring property _____

Area of Parcel to be transferred _____

Area of Parcel to be retained: _____ Resultant Parcel Size _____

Is the property to be transferred currently on a separate deed from the property to be retained? Yes _____ No _____

Describe existing and proposed uses of the property:

INFORMATION

A Minor Boundary Line Adjustment is a process by which it is possible to sell property to an adjoining owner without recording a parcel map. Under the State law, the procedure is defined as follows:

“A lot line adjustment between two or more adjacent parcels, where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is not thereby created provided the lot adjustment is approved by resolutions.”

The Board of Supervisors, effective with applications received on December 4, 1986, has amended the boundary line adjustment sections of the Placer county Land Development Manual to require the following processing of boundary line adjustments:

Preliminary title reports issued within six months of application date must be submitted with the applications for all of the properties affected by the boundary line adjustments. This is to insure that the county has been made aware of all legal documents which may affect the property's boundaries and therefore the proposed boundary changes.

1. All the map displays and legal descriptions which describe the portions of property being adjusted must now be prepared by a licensed land surveyor or registered civil engineer authorized to practice land surveying. The licensed individual who prepares the displays and descriptions must sign and seal these documents as provided by State law.
2. All documents necessary to accomplish the boundary adjustment are to be recorded by a title company. The title company is to assure that the people requesting the adjustment are in fact the property owners and that any restructuring of financing is accomplished concurrently with the recording of the boundary adjustment. Existing deeds of trust on the affected properties are to be reconciled to the resultant parcel boundaries.
3. The Parcel Review Committee approval shall be for a period of one year. A six-month extension can be obtained by processing a request in the same manner as specified in Section 19.310 for Parcel Maps.
4. Approval of applications made under this section shall be granted if each of the reviewing departments recommends such action. The applicant or representative need not be present at the Parcel Review Committee meeting. The applicant(s) shall be notified of the action of the Advisory Agency in the form of a Resolution.

INSTRUCTIONS FOR FILING MINOR BOUNDARY LINE ADJUSTMENT APPLICATION

The following material must be submitted with the appropriate filing fee to the Planning Department in order for the Boundary Line Adjustment to be considered by the Parcel Review Committee. (ALL SUBMITTALS MUST BE COMPLETE WHEN FILED. THE PLANNING DEPARTMENT WILL NOT ACCEPT OR CORRECT DEFICIENT SUBMITTALS.)

1. One Initial Project Application form.
2. One Exemption Verification form (with current filing fee).
3. Completed Minor Boundary Line Adjustment application form (with current filing fee).
4. Six copies (7 for property located within the Tahoe basin) no larger than, or **folded** to, 8-1/2 x 11" of a legible, detailed plot plan showing both of the parcels involved in the sale of the area to be transferred. The plans shall be to scale, indicate North and include the location of structures, roads, walks, septic tanks and leach fields. There shall be a vicinity map, which shows the property in relation to existing County roads and adjacent properties. The map shall be sufficient to identify the property for field review and must be shown to the nearest 1/10th of a mile from a County cross road.
5. Four copies (5 if in Tahoe basin) of the current deed to BOTH parcels.
6. Four copies (5 if in Tahoe basin) of the legal description, which will be used to transfer the property.
7. One copy of a current title report for each of the affected properties.